



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUILDING CODES TECHNICAL ADVISOR/MANAGER

Job Number: 20000800

Job Code: 32250V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 04/16/1992

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides technical advice to director, assistant director and plans review staff concerning building code and referenced standards; supervises central office plan review staff and coordinates activities with field staff; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have six years experience in drafting or preparing building construction documents, as a new construction building inspector or plans reviewer, in the supervision of building construction, or as an inspector in the Department of Housing, Buildings and Construction and must include three years as a certified building inspector or plans and specifications inspector.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree or an associate's degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology or related field will substitute for the above experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must hold a current certificate for Level III plans and specifications inspector issued by the Department of Housing, Buildings and

Construction as defined in KRS 198B.090 and 815 KAR 7:070. <http://www.dhbc.ky.gov/Pages/default.aspx> <http://162.114.4.13/KRS/198B00/090.PDF> <http://www.lrc.state.ky.us/kar/815/007/070.htm> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a plans review staff to ensure completeness of work. Provides technical advice to a plans review staff and individuals who submit plans for review under the applicable building, life/fire safety and energy codes. Advises and assists director and assistant director in developing policies and procedures concerning interpretation and application of building codes. Provides technical advice to the reviewers, field inspectors, design professionals, contractors and owners concerning codes alternatives. Provides training seminars and in house training sessions. Represents division at public functions. Prepares records and reports. Organizes and develops operational procedures. Receives walk in reviews and general telephone calls. Performs employee performance evaluations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.